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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 2, 1923.

MEMORANDUM NO. 456.

Committees on Clerical Efficiency.
(Board of Review)

In accordance with the terms of Memorandum No. 325 dated August 18, 1920, which amended Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency (Board of Review) of the several bureaus and offices of the Department for the period from November 1, 1923 to April 30, 1924, is as follows:

Office of the Secretary
R. M. Reese, Chairman
Roy L. Swenson
E. H. Bradley, vice Alex McC. Ashley
F. E. Singleton
Mrs. C. E. Johnston

Office of the Solicitor
C. W. Boyle, Chairman
J. B. Horigan
A. H. McConville, vice Fred Lees

Office of Publications
B. D. Stallings, Chairman
C. E. Bracey
F. J. P. Cleary
J. H. Stevenson
J. O. Riley

Office of Experiment Stations
H. L. Knight, Chairman
Miss Sybil L. Smith
Miss E. M. Hough

Extension Service
M. C. Wilson, Chairman
I. O. Schaub
M. M. Thayer
J. W. Hiscox
Raymond Evans

Packers and Stockyards Administration
Stephen Bray, Chairman
George T. Ash
Lyman S. Hulbert, vice Frank H. Sterling

Grain Futures Administration
R. E. Smith, Chairman
George T. Ash

Weather Bureau
Wm. Weber, Chairman, vice R. H. Weightman, Chairman
R. H. Weightman, vice C. T. Burns
B. A. Blundon
B. C. Kadel
E. B. Calvert, vice F. G. Tingley

Bureau of Animal Industry
C. C. Carroll, Chairman
A. J. Pistor
G. H. Russell
A. E. Wight
Ernest Kelly, vice A. W. Miller

Bureau of Plant Industry
H. E. Allanson, Chairman
H. P. Gould
Edgar Brown, vice R. A. Oakley

Forest Service
E. A. Sherman, Chairman
C. M. Ballard
Edward E. Carter, vice
T. W. Norcross

Bureau of Chemistry
S. A. Postle, Chairman
R. W. Balcom
Miss Agnes Nordeman, vice
A. G. Murray

Bureau of Soils
A. G. Rice, Chairman
George W. Baumann
C. H. Seaton, vice C. A. Wolfe

Bureau of Biological Survey
W. C. Henderson, Chairman
E. J. Cohnan, vice W. R. Dillon
W. C. Bell, vice Frank G.
Ashbrook

Divisions of Accounts and
Disbursements
W. R. Fuchs, Chairman, vice
W. J. Nevius
C. L. Woodman
A. T. Terwisse, vice J. H.
Lynch

Bureau of Agricultural Economics
F. J. Hughes, Chairman, vice
A. F. Krueger
C. E. Gage
R. H. Wilcox
W. L. Evans
L. M. Davis, vice C. W. Kitchen
Anna Dewees, vice H. S. Yohe

Bureau of Entomology
E. B. O'Leary, Chairman
John E. Graf
A. C. Baker, vice W. R. Walton

Bureau of Home Economics
Dr. Louise Stanley, Chairman
Miss Caroline L. Hunt
Miss Mabel A. Nye

Bureau of Public Roads
C. D. Curtiss, Chairman
H. H. Barrows
C. Shoemaker, vice H. K. Bishop

Library
Miss C. R. Barnett, Chairman
Miss E. B. Hawks
Miss H. M. Thompson

Insecticide and Fungicide Board
M. B. Waite, Chairman
J. L. Monarch
W. D. Lynch, vice C. C. McDonnell

Federal Horticultural Board
George B. Sudworth, Chairman
Karl F. Kellerman
R. Kent Beattie

Fixed Nitrogen Research Laboratory
Joseph M. Braham, Chairman
John A. Almquist, vice Harry C.
Hetherington
Lewis D. Gittings, vice Edwin J.
Grayson

Henry C. Wallace
Secretary.

WCM

Bureau of Animal Industry
C. C. Carroll, Chairman
A. J. Pistor
G. H. Hassell
A. E. Wight
Ernest Kelly, vice A. W. Miller

Bureau of Plant Industry
H. E. Allenson, Chairman
H. P. Gould
Edgar Brown, vice E. A. Oakley

Forest Service
W. A. Sherman, Chairman
C. M. Ballard
Edward E. Carter, vice
T. W. Norcross

Bureau of Chemistry
S. A. Postle, Chairman
R. W. Balcom
Miss Agnes Nordeman, vice
A. G. Murray

Bureau of Soils
A. G. Hoe, Chairman
George W. Bauman
C. H. Seaton, vice C. A. Wolfe

Bureau of Biological Survey
W. C. Henderson, Chairman
R. J. Connan, vice W. R. Dillon
V. C. Bell, vice Frank E. Ashbrook

Divisions of Accounts and Disbursements
W. H. Moore, Chairman, vice
W. J. Moving
C. I. Woodman
A. T. Terwilliger, vice J. H. Lynch

Bureau of Agricultural Economics
F. J. Hughes, Chairman, vice
A. F. Kruger
C. E. Gage
H. H. Wilcox
W. I. Evans
L. M. Davis, vice C. W. Kitchen
Anna Dawson, vice H. S. Yohe

Bureau of Entomology
E. B. O'Leary, Chairman
John H. Grat
A. C. Baker, vice W. R. Walton

Bureau of Home Economics
Dr. Louise Stanley, Chairman
Miss Caroline L. Hunt
Miss Mabel A. Nye

Bureau of Public Roads
C. S. Curtiss, Chairman
H. H. Barrows
C. Shoemaker, vice H. K. Bishop

Library
Miss C. R. Barnett, Chairman
Miss E. R. Hawks
Miss H. M. Thompson

Insecticide and Fungicide Board
M. S. Waite, Chairman
J. L. Monroe
W. D. Lynch, vice C. C. McDonnell

Federal Horticultural Board
George B. Sudworth, Chairman
Karl F. Kellerman
E. Kent Beattie

Fixed Nitrogen Research Laboratory
Joseph K. Durham, Chairman
John A. Almquist, vice Harry C. Hetherington
Lewis D. Gittings, vice Edwin J. Grayson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 20
~~October~~, 1923

MEMORANDUM No. 457

Amendment to the Fiscal Regulations

Effective July 16, 1923 paragraph 33 (k) of the Fiscal Regulations of the Department is hereby amended to read as follows:

33. ACTUAL TRAVELING EXPENSES.

(k) When specifically authorized actual operating expenses, (gasoline and oil) or mileage rates not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile, for the use of personally owned vehicles in official work. Each account covering actual operating charges or mileage rates should be supported by a certificate setting forth (a) date of travel, (b) points between which performed, (c) actual number of miles traveled, (d) hour of departure from and arrival at official station, (e) that the distances stated are to the best of the employee's knowledge and belief correct and that no public or regular means of transportation could be used as advantageously in the interest of the Government. Certificates covering actual operating charges should indicate in addition (f) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and end of the official trip, and those covering mileage rates should show (g) the rate per mile and total charge. In addition to actual operating expenses (gasoline and oil), employees using their own vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official headquarters, and necessary tolls and ferry charges. Where it becomes necessary, by reason of breakdowns, impassable roads, or miring to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained and each case will be considered on its merits. Employees operating personally owned vehicles on a mileage basis will not be reimbursed in addition for storage, tolls, ferry, or towage, charges.

Henry C. Wallace
Secretary.

33. ACTUAL TRAVELING EXPENSES.

(k) When specifically authorized actual operating expenses, (gasoline and oil) or mileage (rate) rates not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile, for the use of personally owned vehicles in official work. Each account covering actual operating charges or mileage rates (shall) should be supported by a certificate setting forth (, in the case of actual operating expenses,) (a) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and end of the official trip, and (b) the mileage of each trip; and, in the case of mileage rates,) (a) (the) date of travel, (b) (the) points between which performed, (c) (the) actual number of miles traveled, (d) (the rate per mile and total charge, the) hour of departure from and arrival at official station, (e) (that the travel was officially necessary,) that the distances (charged for are,) stated are to the best of the employee's knowledge and belief (,) correct (,) and that no public or regular means of transportation could be used as advantageously in the interest of the Government. Certificates covering actual operating charges should indicate in addition (f) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and end of the official trip, and those covering mileage rates should show (g) the rate per mile and total charge. In addition to actual operating expenses (or mileage rates,) (gasoline and oil), employees using their own vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official headquarters, and necessary tolls and ferry charges. Where it becomes necessary, by reason of breakdowns, impassable roads, or miring to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained and each case will be considered on its merits. Employees operating personally owned vehicles on a mileage basis will not be reimbursed in addition for storage, tolls, ferry, or towage charges.

(An employee transferred, together with his household goods and personal effects used in official work, from one permanent station to another may, with the approval of the chief of bureau, perform said travel in his personally owned automobile and be reimbursed therefor, provided the cost of mileage, salary while enroute, and per diem in lieu of subsistence, do not exceed the cost of said travel by rail, including salary, per diem, railroad and Pullman fare, and the expense to the Government of shipping said personally owned automobile by freight. An itemized statement showing what cost of transportation would have been by rail must accompany each account of this character.)

Omitted matter in heavy brackets ( ).

New matter underscored_____.

33. ACTUAL TRAVELING EXPENSES.

(k) When specifically authorized actual operating expenses (gasoline and oil) or mileage (rate) rates not exceeding 3 cents per mile for a motorcycle and 7 cents per mile for an automobile, for the use of personally-owned vehicles in official work. Each account covering actual operating charges or mileage rates (shall) should be supported by a certificate setting forth (, in the case of actual operating expenses,) (a) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and end of the official trip, and (b) the mileage of each trip; and, in the case of mileage rates,) (a) (the) date of travel, (b) (the) points between which performed, (c) (the) actual number of miles traveled, (d) (the rate per mile and total charge, the) hour of departure from and arrival at official station; (e) (that the travel was officially necessary,) that the distances (charged for are,) stated are to the best of the employee's knowledge and belief (,) correct (,) and that no public or regular means of transportation could be used as advantageously in the interest of the Government. Certificates covering actual operating charges should indicate in addition (f) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and end of the official trip, and those covering mileage rates should show (g) the rate per mile and total charge. In addition to actual operating expenses (or mileage rates,) (gasoline and oil), employees using their own vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official headquarters, and necessary tolls and ferry charges. Where it becomes necessary, by reason of breakdowns, impassable roads, or waiting to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained and each case will be considered on its merits. Employees operating personally owned vehicles on a mileage basis will not be reimbursed in addition for storage, tolls, ferry or towage charges.

(An employee transferred, to [illegible] his household goods and personal effects used in official [illegible] permanent station to another may, with the approval [illegible] of bureau, perform said travel in his personally owned automobile and be reimbursed therefor, provided the [illegible] mileage while en route, and per diem in lieu of [illegible] not exceed the cost of said travel by rail, including [illegible] per diem, railroad and Pullman fare, and the expense [illegible] of shipping said personally owned automobile [illegible] An itemized statement showing what cost of transportation [illegible] have been by rail must accompany each account of this character.)

Omitted matter in heavy brackets ( ).

New matter underscored

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

October 27, 1923

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

On June 20, 1923 the Comptroller General rendered a decision effective July 15, 1923 prohibiting reimbursement for storage, tolls, ferry or towage charges upon personally owned automobiles when operated on a mileage basis, but permitting such reimbursement when vehicles are used on the basis of actual operating expenses. The present paragraph 32 (k) (now 33) of the Fiscal Regulations authorizes, in addition to actual operating expenses or mileage rates reimbursement to employees using their own vehicles for storage charges when storage becomes necessary at points other than official headquarters, and towage in case of breakdown.

The Committee on Finance and Business Methods has considered the decision of the Comptroller General as it affects section (k) of paragraph 33 and has prepared a memorandum amending this section, effective July 15, 1923 which confines reimbursement for storage, tolls, ferry and towage charges to vehicles being operated on an actual expense basis. The Committee recommends that it be approved by the Secretary and promulgated. The amendment has been passed upon by the Solicitor and bears his initials.

Very respectfully,

A. G. Pappone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure

OFFICE OF
THE SECRETARY OF AGRICULTURE

November 23, 1926.

Mr. Connor:

How do you propose to take care of the procedure indicated in Paragraph 2?

Mr. M.

It is my understanding the inspection service will be treated the same as outgoing business. I will call the Insp. Service attention to violations and if results are not obtained you will be furnished with a special report

G.W.C.

CONDEMNED.

Pneu., pleu., ent., hepat., perit., metritis, etc.	Icterus.		Downers and injuries.	Cysticercus.	Parasitic diseases.	Skin diseases.	Miscellaneous.	LARD PARTS.	TOTAL.
									19
26	1	76	2				7	635	432
1	1	1						570	17
10		27					4	6590	234
1									63
								303	28
38	2	104	2				11	3814	774
								8	16
									9
							1	27	6
									4
							1	35	3
1								11	3
1		10							155
5	1	104					1	651	23
37	3	134					1	988	222
9	3	74	1				4	897	107
6		50	5				1	303	16
57	7	362	6				7	2769	368
7	1	28	1				1	1005	105
9	2	123					2	1566	190

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 23, 1923.

Memorandum No. 458

Telegrams.

Employees filing official telegrams at field points in cases where messages can not be delivered during business hours on the day of filing sometimes fail to employ night rate service, as required by paragraph 81 of the Fiscal Regulations.

The superintendent of telegraph has been instructed to deliver all Washington incoming messages through the appropriate bureau viseing officers. A special report to chiefs of bureaus will be made in instances where day telegraph service appears to have been improperly employed, or where careless construction or the use of unnecessary words has occasioned an unnecessary charge against government funds.

Henry C. Wallace
Secretary.

Return to WAS

paragraph 21 of the Penal Regulations.

Memorandum No. _____

It is noted that employees filing official telegrams at field points sometimes fail to employ night rate service in cases where messages can not be delivered during business hours on the day of filing. Accordingly it becomes advisable to invite particular attention at this time to the provisions of paragraph 81 of the Fiscal Regulations.

In this connection the superintendent of telegraph has been instructed to deliver all Washington incoming messages through the appropriate bureau vise officers, and to secure a satisfactory explanation in each instance where day telegraph service appears to have been improperly employed, or where faulty construction or the use of unnecessary words has occasioned an unnecessary charge against government funds.

W A M

Secretary.

GENERAL ACCOUNTING OFFICE

WASHINGTON

OFFICE OF
COMPTROLLER GENERAL OF THE UNITED STATES

IN REPLY PLEASE QUOTE
et/sr

October 4, 1923.

Mr Wheeler
Sec'y to
Contact appropriate
Bureau & Dept
for
Instructions for future buying

The Honorable
The Secretary of Agriculture.

Sir:

Voucher 105163, account of A. Zappone, Disbursing Clerk, Department of Agriculture, for the quarter ended December 31, 1922, covers payment to the Postal Telegraph-Cable Company for numerous telegrams from points outside sent to Washington at day rates although filed for transmission too late to be received during office hours on the day sent.

Had these telegrams been sent as night letters there would have been a saving to the Government of $37.87, and the messages would have been delivered here at approximately the same time as they were delivered as day messages.

Mr. Zappone will be given credit for the payment for the reason that the Telegraph Company rendered the service as called for, but it is suggested that the attention of the field service be called to the fact that a saving would have been effected if the telegrams had been sent as night letters.

Sincerely yours,

J. R. McCarl,

Comptroller General.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

November 14, 1923.

Memorandum for Mr. Jump.

Dear Mr. Jump:

It is true, as suggested in your memorandum of November 13 next under, that the Comptroller General's criticism was not justified by the facts he had before him when he voiced it, but, after talking the matter over with Mr. Connor, I feel quite sure the Comptroller General could get supporting evidence for his statement if he looked far enough for it in our telegraph accounts. Mr. Connor thinks with me that it would be better for us to close the matter with the issue of the memorandum and not write anything further to the Comptroller General. As Connor puts it: "The Comptroller General can make life miserable for us if he wants to in connection with our telegraph accounts."

Mr. Ward says that although the times indicated on the telegrams exhibited to Connor and him in the General Accounting Office were times of receipt instead of times of filing, some of these notations were of such late hours as to justify the belief that they were filed too late in the day for delivery on the same business day.

In the circumstances I think it would be much better to let the suggested memorandum to the bureaus go forward and do nothing else.

Very truly yours,

Alex. McC. Ashley

A M

Chief Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

November 10, 1923.

Memorandum for Mr. Jump.

Dear Mr. Jump:

On October 4, 1923, the Comptroller General advised the Secretary that a certain voucher for telegraph services in the accounts of Mr. Zappone showed that day rate telegrams had been employed in numerous instances where delivery of the messages, because of the time of filing, could not be accomplished until the following business day. It was suggested that the attention of field employees be called to the situation with the idea of having the cheaper form of night letter service resorted to wherever appropriate.

A suitable reply was made to the Comptroller General, and this office has since been in conference with our superintendent of telegraph, Mr. George Connor, on the matter of an appropriate notice to and admonition of our employees who send telegrams. We have agreed upon the phraseology shown in the attached draft. You may wish to have it go to the Committee on Finance and Business Methods, although there would seem to be no particular reason for so routing it.

Very truly yours,

Alex. McC. Ashby

A M

Chief Inspector.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

November 20, 1923.

Dear Mr. Jump:

On the whole I think the change you have made helps the regulation. The original form would have been a little more effective in suppressing the practice complained of by the Comptroller General, but the exaction ~~for~~ of explanations from the bureaus would undoubtedly cause more friction than the difference in effectiveness is worth.

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A M

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 23, 1923.

Memorandum No. 458

Telegrams.

FILE
P. L. GLADMON.

Employees filing official telegrams at field points in cases where messages can not be delivered during business hours on the day of filing sometimes fail to employ night rate service, as required by paragraph 81 of the Fiscal Regulations.

The superintendent of telegraph has been instructed to deliver all Washington incoming messages through the appropriate bureau viseing officers. A special report to chiefs of bureaus will be made in instances where day telegraph service appears to have been improperly employed, or where careless construction or the use of unnecessary words has occasioned an unnecessary charge against government funds.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

November 23, 1923.

MEMORANDUM NO. 459.

Amendment to the Administrative Regulations.

Paragraph 215 of the Administrative Regulations of the department is hereby amended to read as follows:

215. DISPOSITION OF TRAVEL AUTHORIZATIONS. - Copies of letters of authorization for travel, station and field expenses will be furnished quarterly to the disbursing office of the department for transmission to the General Accounting Office for use in the audit of accounts. The material to be so treated comprises general or specific letters of authorization issued from the Washington office or from district or field headquarters, including every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Letters of travel authorization requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy, which will be detached and retained in the Secretary's office.

Letters of authorization submitted for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements embodied in the authorization, but a letter of transmittal or explanatory memorandum should be sent in every instance where more detailed information than the letter of authorization carries is necessary to a complete understanding of the case.

Hereafter an approved authorization will ordinarily be returned to the bureau without letter of transmittal.

Henry C. Wallace

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 23, 1923

MEMORANDUM NO. 459.

Amendment to the Administrative Regulations.

Paragraph 215 of the Administrative Regulations of the department is hereby amended to read as follows:

> 215. DISPOSITION OF TRAVEL AUTHORIZATIONS. - Copies of letters of authorization for travel, station and field expenses will be furnished quarterly to the disbursing office of the department for transmission to the General Accounting Office for use in the audit of accounts. The material to be so treated comprises general or specific letters of authorization issued from the Washington office or from district or field headquarters, including every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.
>
> Letters of travel authorization requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy, which will be detached and retained in the Secretary's office.

Letters of authorization submitted for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements embodied in the authorization, but a letter of transmittal or explanatory memorandum should be sent in every instance where more detailed information than the letter of authorization carries is necessary to a complete understanding of the case.

Hereafter an approved authorization will ordinarily be returned to the bureau without letter of transmittal.

Henry C. Wallace
Secretary.

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May , 1923.

MEMORANDUM NO.

Amendment to the Administrative Regulations.

Paragraph 215 of the Administrative Regulations of the Department is hereby amended to read as follows:

> 215. DISPOSITION OF TRAVEL AUTHORIZATIONS. - Letters of authorization for travel, station, and field expenses requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy which will be detached and retained in the Secretary's office. Where the Secretary's approval is not required copies of such letters of authorization shall be forwarded monthly by the various bureaus to the office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.
>
> Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the General Accounting Office for use in the auditing of accounts.

Hereafter approved authorizations will ordinarily be returned without a letter of transmittal. Letters of authorization sent in for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements embodied in the authorization, but a letter of transmittal or explanatory memorandum should be sent in every case where the circumstances are such as to indicate the necessity for this office to have more detailed information than the letter of authorization carries.

Secretary.

Amendment to the Administrative Regulations.

Paragraph 715 of the Administrative Manual Volume of the Department is hereby amended to read as follows:

715. DISPOSITION OF TRAVEL AUTHORITIES. - Letters of authorization for travel, attach, the ticket or memorandum requiring the Secretary's approval should be transmitted to [illegible] accompanied by a carbon copy which will [illegible] the retention in the Secretary's office. When [illegible] shall be forwarded [illegible] by the [illegible] to the office of the Secretary. This applies [illegible] specific letters of authorization issued from [illegible] offices [illegible] from divisions or field [illegible]. [illegible] authorizations or letters of [illegible] or travel, documents to [illegible] to be retained [illegible] or [illegible] in [illegible] other evidence necessary in the [illegible] publication of travel accounts.

[illegible] of all such reports will also be retained [illegible] the General Accounting Office for use in the audit of accounts.

without a letter of transmittal. Letters of authorization sent in for the Secretary's approval should not be accompanied by transmitting [illegible] by present facts or circumstances omitted in [illegible] a letter of transmittal or explanatory memorandum [illegible] the circumstances are such as to [illegible] for this office to have more detailed information [illegible] of authorization [illegible].

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

May 7, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the attached file which was referred to it, concerning the discontinuing of letters of transmittal in connection with letters of authorization by amending paragraph 215 of the Administrative Regulations.

The Committee concurs in the suggestion of the Office of Inspection, and there is enclosed herewith a proposed memorandum, amending paragraph 215 of the Administrative Regulations, with the recommendation that same be approved by the Secretary and promulgated.

Very respectfully,

A Gaippone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

May , 1923.

MEMORANDUM No.

Amendment to the Administrative Regulations.

Paragraph 215 of the Administrative Regulations of the Department is hereby amended to read as follows:

215. DISPOSITION OF TRAVEL AUTHORIZATIONS.- Letters of authorization for travel, station, and field expenses requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy which will be detached and retained in the Secretary's office. Where the Secretary's approval is not required copies of such letters of authorization shall be forwarded monthly by the various bureaus to the office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the General Accounting Office for use in the auditing of accounts.

Hereafter approved authorizations will ordinarily be returned without a letter of transmittal. Letters of authorization sent in for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements embodied in the authorization. The use of separate letters should be reserved for cases where additional explanatory matter is deemed necessary.

Secretary.

May , 1921.

MEMORANDUM No.

Amendment to the Administrative Regulations

Paragraph 1(b) of the Administrative Regulations of the Department is hereby amended to read as follows:

1(b). PROCEDURE OF TRAVEL AUTHORIZATIONS.- Letters of authorization for travel, stations, and field expenses requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy which will be retained and retained in the Secretary's files. Where the Secretary's approval is not required copies of such letters of authorization shall be forwarded monthly by the various bureaus to the office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from districts or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission by the General Accounting Office for use in the auditing of accounts.

Hereafter approved authorizations will ordinarily be returned without a letter of transmittal. Letters of authorization sent in for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements included in the authorization. The use of separate letters should be reserved for cases where additional explanatory matter is deemed necessary.

Secretary.

215. DISPOSITION OF TRAVEL AUTHORIZATIONS.- (Copies of all) Letters of authorization for travel, station, and field expenses requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy which will be detached and retained in the Secretary's office. Where the Secretary's approval is not required copies of such letters of authorization shall be forwarded monthly by the various bureaus to the Office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the (Auditor for the State and Other Departments) General Accounting Office for use in the auditing of accounts.

Omitted matter in brackets ( ).

New matter underscored _____.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

April 25, 1925.

Copy to JT
BM

MEMORANDUM FOR MR. BAIN.

Dear Mr. Bain:

To avoid the correspondence which now arises in connection with the approval by the Secretary of certain classes of Bureau Letters of Authorization, Mr. Robbins now comes forward with a plan to which I can see no particular objection. It involves the submission to the Secretary's Office of a carbon copy of each Letter of Authorization and the filing of this copy in the Secretary's Office. This will mean that these copies will be missing from the otherwise complete file of Bureau Letters of Authorization which comes to the Office of Inspection at the end of each month. This fact will be of small moment, however, as these files are almost never referred to.

The plan does not involve the preparation of an additional copy of the letter of authorization as did the previous plan to which I made objection.

With the file is a draft of an appropriate amendment to the Administrative Regulations. After you and Mr. Spencer have looked over this, I presume you will want to refer the papers to the Committee on Finance and Business Methods.

Very truly yours,

Alex. McC. Ashley

Inspector.

A T

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

April 19, 1923.

MEMORANDUM FOR MR. ASHLEY.

Dear Mr. Ashley:

At your suggestion I talked with Mr. Bain on this matter of letters of transmittal with the request for authorization and with the approved authorization, and as I got his point of view it was this: The letters transmitting approved authorizations are not necessary as mediums of information to the bureaus, but at the same time there should also be something in the Secretary's file which evidences the action taken. A copy of the letter serves this purpose.

Obviously an extra carbon of the authorization stamped with the Secretary's approval would do as well, but in your memorandum of January 16 to Mr. Jump you say that you are afraid this would add burdensomely to the already numerous carbons required by bureau administrative procedure. It seems not, however, for already Paragraph 215, Administrative Regulations, requires that copy of all travel authorizations go to the Secretary's files. In practice they come to Inspection. Since we are to get them sooner or later there is no reason it should not be sooner. My suggestion, therefore, as embodied in the proposed Secretary's memorandum amending Paragraph 215 is simply to have a carbon of the authorization always accompany the original on transmittal for approval, such carbon to be detached and filed.

Some of the bureaus - by no means all of them - transmit their requests for authorizations with letters merely echoing the authorization itself and telling nothing new. These should be suppressed without, however, discouraging transmittals which really tell something. You will see that I have tried my hand ~~to~~ at a provision to this effect in the suggested memorandum.

Very truly yours,

L. Robbins

Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO.

Amendment to the Administrative Regulations.

Paragraph 215 of the Administrative Regulations is hereby amended as follows:

> 215. DISPOSITION OF TRAVEL AUTHORIZATIONS.- Letters of authorization for travel, station, and field expenses requiring the Secretary's approval shall when transmitted for such action be accompanied by a carbon copy which will be detached and retained in the Secretary's office. Where the Secretary's approval is not required copies of such letters of authorization shall be forwarded monthly by the various bureaus to the office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.
>
> Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the General Accounting Office for use in the auditing of accounts.

Hereafter approved authorizations will ordinarily be returned without a letter of transmittal. Letters of authorization sent in for the Secretary's approval should not be accompanied by transmitting communications which merely repeat facts or statements embodied in the authorization. The use of separate letters should be reserved for cases where additional explanatory matter is deemed necessary.

Secretary.

Amendment to the administrative regulations.

[illegible] 315 of the administrative regulations is hereby

[illegible]

[illegible] action only which will be d- [illegible] secretary's office. Where the [illegible] required of lies of union letters [illegible] general or specific letters of authorization issued from the [illegible] office and from divisions or field headquarters.

[illegible] travel, documents certifying or relative to the validity, qualifications [illegible] for claim allowance in lieu of subsistence, or which constitute other evidence necessary in the administrative examination of regular accounts.

Clerks of all ranks will be instructed [illegible] to furnished [illegible] necessary to which authority office of the department for transmission to the journal accounting office for use in the auditing or accounts.

[illegible] a report of transmittal. Reports of authorization sent in [illegible] for the secretary's approval should not be accompanied by transmittal [illegible] communications which merely repeat facts or statements contained in the [illegible]

[illegible] additional explanatory matter is deemed necessary.

DE

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 15, 1923.

MEMORANDUM FOR MR. ASHLEY,
Office of Inspection.

Mr. Ashley:

During the months of January and February 125 letters of transmittal were required in sending letters of authorization to the Secretary and 136 letters of approval were written in the Secretary's Office.

Of course, some letters of transmittal would have been required under the plan proposed and some letters of approval would have been required but it is my feeling that practically all of these could have been dispensed with.

In view of this, I am wondering if we can't arrive at some conclusion whereby we may discontinue the use of letters in transmitting the great majority of letters of authorization and approvals thereof.

H. M. Bain
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

March 15, 1923.

MEMORANDUM FOR MR. ASHLEY,
Office of Inspection.

Mr. Ashley:

During the months of January and February 125 letters of transmittal were required in sending letters of authorization to the Secretary and 136 letters of approval were written in the Secretary's Office.

Of course, some letters of transmittal would have been required under the plan proposed and some letters of approval would have been required but it is my feeling that practically all of these could have been dispensed with.

In view of this, I am wondering if we can't arrive at some conclusion whereby we may discontinue the use of letters in transmitting the great majority of letters of authorization and approvals thereof.

W. M. BAIN

Administrative Assistant.

7/18/23.

OFFICE OF
THE SECRETARY OF AGRICULTURE

S.

I didn't know that Insp. kept a record of these L. A's. Since they do, this amendment is not necessary for record purposes. It would save some memo writing, but maybe not enough to make up for the filing. It's agreeable to me to cancel it.

S.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

January 16, 1923.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Commenting upon the attached file suggesting an amendment to our fiscal procedure, which will provide for filing in the Secretary's office a copy of each bureau letter of authorization which the Secretary approves, let me say that unless there are administrative reasons which do not now occur to me for the maintenance of such a file, I do not see the necessity for the change.

At the present time, letters of this character are initialled in the Office of Inspection before going forward to the Secretary. At this time, we make a record of the number of the letter, the name of the employee concerned, the name of the Bureau, and the date upon which we receive the letter and send it down stairs. After it receives the approval signature of the Secretary, it passes back through the Office of Inspection to the Bureau and we complete our record by adding the date when the letter is returned to the Bureau. We use this record in answering inquiries from the Bureaus as to whether or not a specific letter has been approved. These inquiries are confined principally to cases in which there has been undue delay in handling, or where the Bureau is in a particular hurry to secure the Secretary's approval.

It is true that after a letter has gone back to the Bureau we have no retained record as to the nature of the authorization, but so far as I know, the Secretary's office will seldom have need for such information, which, of course, in any special case can be secured from the Bureau.

The new prodedure merely calls for the preparation of one additional carbon copy of the letter and the necessary space and clerical work of filing it somewhere in the Secretary's office. It should be remembered, however, that administrative organization within the Bureaus calls for so many copies of each letter of authorization that the creation of one additional legible copy on first writing may be difficult. I also have the feeling that the file which would grow up in the Secretary's office would soon become bulky and that its existence would not be justified by the use which would be made of it.

From a discussion of the matter with Mr. Bain, I gather that he feels that the new procedure would obviate the necessity of considerable memorandum writing in the Secretary's office, in connection with Bureau explanations of the administrative necessity or desirability of issuing the letters. I think we could get around this by requiring the Bureaus to submit with the letter of authorization an appropriate explanatory memorandum.

If I have not gotten to the bottom of the problem as you see it, I shall be glad to discuss it more fully with you at your convenience.

Very truly yours,

Alex. McC. Ashley

Inspector.

A T

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

January 12, 1923.

MEMORANDUM NO. [redacted].

Amendment to the Fiscal Regulations.

L. A.'s to be submitted in duplicate.

Paragraph 3 of the Fiscal Regulations is hereby amended by the addition of the following:

> In submitting individual letters of authorization for the Secretary's approval chiefs of bureaus will submit the original and one copy. The original will be returned to the bureau with the action thereon indicated and the copy will be retained by the Office of the Secretary.

Where a letter of authorization is issued pursuant to authority previously granted in the form of a memorandum from the Office of the Secretary reference should be made to such memorandum.

Secretary.

January 12, 1923.

MEMORANDUM NO. ~~[illegible]~~.

Amendment to the Fiscal Regulations.

L. A.'s to be submitted in duplicate.

Paragraph 3 of the Fiscal Regulations is hereby amended by the Addition of the following:

> In submitting individual letters of authorization for the Secretary's approval chiefs of bureaus will submit the original and one copy. The original will be returned to the bureau with the action thereon indicated and the copy will be retained by the Office of the Secretary.

Where a letter of authorization is issued pursuant to authority previously granted in the form of a memorandum from the Office of the Secretary reference should be made to such memorandum.

Secretary.

SECRETARY OF AGRICULTURE
OFFICE OF INSPECTION

November 22, 1923.

Dear Mr. Jump:

I think the last draft, the one on which I have placed a small red check in the lower right-hand corner, is the one which should issue. It sets up the new procedure which will save work in the Secretary's office and at the same time does away with the present worthless arrangement of maintaining a complete file of letters of authorization in one place. No one has ever been able to make substantial use of such a centralized file, and its maintenance has not fooled the bureaus for a moment as to its availability for checking them. Bear in mind that under the old arrangement the bureaus sent in the copies at the end of each month, long after the travel was performed and the money spent. It had previously been found to be impracticable to have the letters come in one at a time as issued.

Ameco

A M

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

June 9, 1923.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump;

By "ordinary L. A.'s" in your attached I suppose you mean those which do not require the Secretary's approval.

The requirement that copies of all departmental L. A.'s be filed in the Secretary's office dates back, if my memory serves me correctly, to the regime of Dr. Galloway. The idea was to establish a general control of bureau travel through a reading in the Secretary's office of all the bureau authorizations. This proved to be impracticable. But the filing went on, perhaps with the secondary idea that the copies might be useful in personnel cases. As a matter of fact the carbons serve no purpose which warrants retention of the system.

I have accordingly prepared a substitute draft of the amendment to paragraph 215 of the administrative regulations, which cuts out the filing in the Secretary's office of copies of all other travel authorizations than those which the Secretary approves. The change, in my view, materially betters the system, and I think your suggestion was fortunate.

Very truly yours,

Alex. McC. Ashley

Inspector.

LR.

Mr Ashley
I think it is worth while to preserve the idea of inspection of the bureau L.A.'s. I could then be gotten across by mentioning it in connection with the memorandum to the Comptroller. 6/11
MLJ

Fo

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 26, 1923.

MEMORANDUM NO. 460.

Mr. Paul D. Kelleter, Director of Purchases and Sales, is hereby appointed a member of the Department Advisory Committee on Finance and Business Methods. With Mr. Kelleter's appointment, the personnel of the Committee is as follows:

A. Zappone, Chairman,
R. M. Reese,
A. McC. Ashley,
Roy Headley,
Paul D. Kelleter.

Henry C. Wallace
Secretary.
WGM

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1923.

MEMORANDUM NO. 460.

Mr. Paul D. Kelleter, Director of Purchases and Sales, is hereby appointed a member of the Department Advisory Committee on Finance and Business Methods. With Mr. Kelleter's appointment, the personnel of the Committee is as follows:

A. Zappone, Chairman,
R. M. Reese,
A. McC. Ashley,
Roy Headley,
Paul D. Kelleter.

Henry C. Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1923.

MEMORANDUM NO. 461.

Amendments to the Fiscal Regulations.

The following paragraphs of the Fiscal Regulations of the Department are hereby amended to read -

Paragraph 53, "Preparation of Travel Accounts," is amended by the addition of the following section:

(i) Accounts covering travel in foreign countries must be stated in the currency of the country or countries in which expenditures are made, the total of all expenditures in each country to be converted into the currency of the United States at the exchange rates which prevailed at the time United States currency was converted into the currency of that country. When United States currency is converted into foreign currency a certificate should, if practicable, be obtained from the bank or other institution where the conversion was accomplished showing the rate of exchange then current, and such certificate should accompany the reimbursement account or the impracticability of obtaining it set forth. Per diem allowances in lieu of subsistence which accrue during foreign travel should be claimed in the currency of the United States.

64. PURCHASE ORDERS REQUIRING THE APPROVAL OF DIRECTOR OF PURCHASES AND SALES.- The Forest Service and Bureau of Public Roads may issue orders in amounts not exceeding $1,000, which amount is increased to $2,500 in the case of orders and contracts for road construction, station work, and supplies required solely for fire suppression and the maintenance of roads and trails wholly or partially within national forests.

No other bureau shall order job work or supplies in excess of $500 without approval of the Director of Purchases and Sales.

Acceptance of all bids other than those exempted by paragraph 73 shall be by Director of Purchases and Sales; notice of such acceptance shall also be by him.

In absence of such prior action the approval of the Director of Purchases and Sales must appear upon vouchers covering expenditures in excess of the above limitations. Each such voucher submitted shall be accompanied by a statement setting forth the reason why prior approval by the Director of Purchases and Sales was not obtained.

Passenger-carrying motor-driven vehicles and motion-picture cameras and projection machines must not be purchased without the specific authority of the Director of Purchases and Sales.

65. PURCHASES FROM GENERAL SUPPLY COMMITTEE CONTRACTS.- The General Supply Committee contracts cover supplies for delivery in the city of Washington only except where specific provision is made for a field service. However, with the consent of the contractors any supplies may be purchased under the contracts of the General Supply Committee for delivery outside of the city of Washington. Subject to the provisions of paragraphs 67 and 68 supplies and materials for use in scientific, laboratory, or research work may be purchased independently of the General Supply Committee contracts, but the statement "for use in scientific, laboratory, or research work" must appear on each voucher covering such purchases when similar articles have been contracted for by the General Supply Committee.

66. PURCHASES LESS THAN $50.- When the aggregate amount involved does not exceed $50, purchases may be made without obtaining bids (a) if the supplies, whether or not contracted for by the General Supply Committee, are for use in scientific, laboratory, or research work; (b) if the supplies are for use of a field service outside the District of Columbia and no specific provision is made for such field service in the contracts of the General Supply Committee; (c) if the supplies are not contracted for by the General Supply Committee or included in the envelope contracts of the Postmaster General; and (d) if the supplies are contracted for by the General Supply Committee, but delay incident to obtaining them from the contractor would be detrimental to the best interests of the work. Purchase or other orders shall not be split for the purpose of defeating the requirements of competition. (See pars. 67 and 68 for instructions regarding purchases in excess of $50 and instructions regarding exigency statements.)

67. PURCHASES IN EXCESS OF $50.- Except as provided by paragraph 68 no purchase of or contract for supplies or services, other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2) when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented

Passenger-carrying motor-driven vehicles and motion-picture cameras and projection machines must not be purchased without the specific authority of the Director of Purchases and Sales.

65. PURCHASES FROM GENERAL SUPPLY COMMITTEE DEPARTMENTS.- The General Supply Committee contracts cover supplies for delivery in the city of Washington only except where specific provision is made for a field service. However, with the consent of the contractors any supplies may be purchased under the contracts of the General Supply Committee for delivery outside of the city of Washington. Subject to the provisions of paragraphs 67 and 68 supplies and materials for use in scientific, laboratory, or research work may be purchased independently of the General Supply Committee contracts, but the statement "for use in scientific, laboratory, or research work" must appear on each voucher covering such purchases when similar articles have been contracted for by the General Supply Committee.

66. PURCHASES LESS THAN $50.- When the aggregate amount involved does not exceed $50, purchases may be made without obtaining bids (a) if the supplies, whether or not contracted for by the General Supply Committee, are for use in scientific, laboratory, or research work; (b) if the supplies are for use of a field service outside the District of Columbia and no specific provision is made for such field service in the contracts of the General Supply Committee; (c) if the supplies are not contracted for by the General Supply Committee or included in the envelope contracts of the Government Printer; and (d) if the supplies are contracted for by the General Supply Committee, but delay incident to obtaining them from the contractor would be detrimental to the best interests of the work. Purchases or other orders shall not be split for the purpose of defeating the requirements of competition. (See para. 67 and 68 for instructions regarding purchases in excess of $50 and instructions regarding emergency statements.)

67. PURCHASES IN EXCESS OF $50.- Except as provided by paragraph 65 no purchase of or contract for supplies or services, other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) in newspapers, upon specific authority (see par. 3) when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented

by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. All bids for supplies or services for use of the Department in Washington must be obtained through the Director of Purchases and Sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the Director of Purchases and Sales.

72. SUPPLIES PURCHASED FROM CONTINGENT FUND OF DEPARTMENT AVAILABLE FOR BUREAU USE.- Whenever practicable the various bureaus, divisions, and offices of the department should secure from the Property Clerk, Office of the Secretary, on stores requisition, all stationery, office supplies and miscellaneous materials which are purchased from the contingent fund of the department and carried in stock by the said property room. Reimbursement for supplies furnished will be made to the appropriation for contingent expenses of the department by said bureaus, divisions, and offices from their lump-fund appropriations by transfer settlements in the General Accounting Office. Articles of mechanical equipment; paints, tires and other articles stocked by the mechanical shops of the Department should also be obtained as above outlined.

75. ACCEPTANCE OF BIDS; CONTRACT AND BOND.- No bid shall be accepted unless the price is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the department of the bid or proposal and giving notice to the bidder. The Forester, or a district forester when previously authorized in writing by the Forester, and the Chief of the Bureau of Public Roads, or a district engineer of that bureau when previously authorized in writing by the chief of bureau, may accept bids or proposals when the amount involved is $1,000 or less. The Forester or the Chief of the Bureau of Public Roads, and a district forester of the Forest Service or a district engineer of the Bureau of Public Roads, when authorized as aforesaid, may, when the amount involved is $2,500 or less, accept bids or proposals for road construction station work, or for supplies, materials, and equipment required exclusively for fire suppression, and the construction or maintenance of roads or trails, giving notice to the successful bidder of all acceptances. A formal contract and bond must be required for all construction work for which bids are accepted. In other cases the officer accepting the bid may, in his discretion, require such contract and bond, utilizing the services of the most available law officer of the department in connection

therewith. An official in charge of an experiment station in Alaska, Hawaii, Porto Rico, the Virgin Islands, or the island of Guam, when previously authorized in writing by the Secretary, may accept bids or proposals up to amounts fixed in such authorization, and shall give notice to the successful bidder of the acceptance thereof.

In all cases other than those covered by the preceding paragraph acceptances and notices thereof will be by the Director of Purchases and Sales.

In all cases in which the amount involved in the purchase is $1,000 or more, except in the case of purchase of supplies, materials, and equipment required exclusively for the maintenance of roads and trails, or fire suppression, where the amount of the purchase does not exceed $2,500, the successful bidder will be required to execute a written contract supported by an appropriate bond. This requirement may be waived, however, by the Director of Purchases and Sales when the articles to be purchased are of regular standard make or manufacture and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

When less than $50 is involved and answers to inquiries, made in compliance with the Fiscal Regulations, result in quotations of reasonable prices, the lowest price quoted may be used informally by the chief of the bureau concerned as the basis of purchases in the open market.

Unless otherwise stated in the specification, or advertisement for bids or proposals, or in the contract of purchase, the Department shall be bound only for the particular supplies in the quantities specified therein, and shall not be bound for supplies which may be purchased at any other time during that fiscal year.

Henry A. Wallace

Secretary.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

October 8, 1923

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

Returned herewith is draft of proposed memorandum amending certain paragraphs of the fiscal regulations, returned to me by Mr. Kelleter under date of August 24, at your suggestion for consideration by the Finance Committee of certain suggested changes and additions by Mr. Kelleter, in order that the regulations pertaining to supplies would conform to existing practice. The suggestions of Mr. Kelleter have been complied with except as to the rearrangement of the paragraphs, and the proposed memorandum now meets with his approval. The concurrence of the Solicitor has also been obtained.

May I suggest that this memorandum be promulgated at an early date?

Very respectfully,

A. Gossone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

DIRECTOR OF PURCHASES & SALES.

August 24, 1923.

Mr. A. Zappone,

Chief, Accounts and Disbursements.

Dear Mr. Zappone:

At Mr. Jump's suggestion I forward to you memorandum of August 20, addressed to him, making certain suggestions as to the rearrangement of the order of the paragraphs in the Fiscal Regulations, together with certain amendments of the existing regulations, due to the recent memorandum of the Secretary rearranging the purchase work of the Department.

Very truly yours,

Director of Purchases
and Sales.

(Inclosure).

MEMORANDUM

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
DIRECTOR OF PURCHASES & SALES

Washington, D. C., September 7, *192*3

MEMORANDUM FOR MR. ZAPPONE

Dear Mr. Zappone:

Reference is made to your letter of September 1 showing the final draft of the proposed revision of the fiscal regulations, wherein you have embodied the recommendations previously made by this office.

I have looked over the draft and find it thoroughly satisfactory from the standpoint of this office.

Very truly yours,

Director of Purchases
and Sales

Enclosures.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

September 1, 1923

Mr. Paul D. Kelleter,

Director of Purchases and Sales.

Dear Mr. Kelleter:

Answering your letter of August 24, making certain suggestions as to arrangement of the order of the paragraphs in the Fiscal Regulations, together with certain amendments of the existing regulations, due to the recent Memorandum of the Secretary rearranging the purchase work of the Department, I beg to say that the Finance Committee has considered your suggestions and has rewritten the paragraphs in question. May I thank you to look over the same and let me know if satisfactory.

The paragraphs cannot be rearranged at present, in accordance with your suggestions, but it will be done in the future when the pages containing these paragraphs are reprinted.

Very truly yours,

A Zappone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

September 1, 1943

Mr. Paul D. Kelleter,

Director of Purchases and Sales.

Dear Mr. Kelleter:

Answering your letter of August 24, making certain suggestions as to arrangement of the order of the paragraphs in the Fiscal Regulations, together with certain amendments of the existing regulations, due to the recent reorganization of the Secretary's Department, the purchase work of the Department, I beg to say that the Fiscal Committee has considered your suggestions and has rewritten the paragraphs in question. May I thank you to look over the same and let me know if satisfactory.

The paragraphs cannot be rewritten at present, in accordance with your suggestions, but it will be done in the future when the pages containing these paragraphs are reprinted.

Very truly yours,

Chairman, Advisory Committee
on Finance and Business Matters.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

OCT 5 - 1923

Mr. A. Zappone,

Chief, Division of Accounts & Disbursements.

Dear Mr. Zappone:

There is returned herewith a memorandum proposing certain amendments to the Fiscal Regulations which you sent to this office for consideration.

I see no legal objection to the proposed amendments and the memorandum appears to be in proper form except that the last paragraph on Page 5 has been incorrectly copied in that the words "Department shall be bound only for the particular supplies in the" immediately preceding the words "quantities specified therein" have been omitted.

Very truly yours,

Solicitor.

Enclosures.

Fiscal Regulations

Changes in Paragraph 2.

2 (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, (and in Canada or Mexico when incident to travel between points in United States,) and in the parts of Canada and Mexico contiguous to the United States, * * *.

2 (c) to issue authorizations for the publication of advertisements, notices, and proposals in (newspapers designated for the purpose by the Secretary;) such newspapers or trade journals as will best serve the needs of the United States;

Travel Regulations

Changes in Paragraph 2.

2 (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, (and in Canada or Mexico when incident to travel between points in United States,) and in the parts of Canada and Mexico contiguous to the United States. * * *.

2 (c) to issue authorizations for the publication of advertisements, notices, and proposals in (newspapers designated for the purpose by the Secretary;) such newspapers or trade journals as will best serve the needs of the United States;

Fiscal Regulations

Changes in paragraph 3.

3 (a) travel outside the continental United States, except travel in Alaska, (and in Canada or Mexico when incident to travel between points in the United States;) and in the parts of Canada and Mexico contiguous to the United States;

3 (e) the purchase of passenger-carrying motor-driven vehicles when authorized by law and motion-picture cameras and projection machines;

3 (f) (advertisements, notices, or proposals in newspapers other than those mentioned in paragraph 2 (c).)

Fiscal Regulations

Changes in paragraph 3.

3 (a) travel outside the continental United States, except travel in Alaska, (and in Canada or Mexico when incident to travel between points in the United States;) and in the ports of Canada and Mexico contiguous to the United States;

3 (e) the purchase or passenger-carrying motor-driven vehicles when authorized by law and motorcycles, campers and protective mechanisms

3 (f) (advertisements, notices, or proposals in newspapers other than those mentioned in paragraph 3 (e).)

Fiscal Regulations

The following section is added to paragraph 53, "Preparation of Travel Accounts."

(i) Accounts covering travel in foreign countries must be stated in the currency of the country or countries in which expenditures are made, the total of all expenditures in each country to be converted into the currency of the United States at the exchange rates which prevailed at the time United States currency was converted into the currency of that country. When United States currency is converted into foreign currency a certificate should, if practicable, be obtained from the bank or other institution where the conversion was accomplished showing the rate of exchange then current, and such certificate should accompany the reimbursement account or the impracticability of obtaining it set forth. Per diem allowances in lieu of subsistence which accrue during foreign travel should be claimed in the currency of the United States.

Fiscal Regulations

The following section is added to paragraph 8k, "Preparation of Travel Accounts."

(1) Accounts covering travel in foreign countries must be stated in the currency of the country or countries in which expenditures are made. The total of all expenditures in each country to be converted into the currency of the United States at the exchange rates which prevailed at the time United States currency was converted into the currency of that country. When United States currency is converted into foreign currency a certificate should, if practicable, be obtained from the bank or other institution where the conversion was accomplished showing the rate of exchange then current, and such certificate should accompany the reimbursement account or the invoicing officer of obtaining it are first. Per diem allowances in lieu of reimbursement with respect during foreign travel should be claimed in the currency of the United States.

Fiscal Regulations.

Changes in paragraph 64.

64. PURCHASE ORDERS REQUIRING APPROVAL OF (SECRETARY) DIRECTOR OF PURCHASES AND SALES.- The Forest Service and Bureau of Public Roads may issue orders in amounts not exceeding $1,000, which amount is increased to $2,500 in the case of orders and contracts for road construction, station work, and supplies required solely for fire suppression and the maintenance of roads and trails wholly or partially within national forests.

No other bureau shall order job work or supplies in excess of $500 (unless the Secretary shall have accepted the bid or approved the purchase order.) without approval of the Director of Purchases and Sales.

Acceptance of all bids other than those exempted by paragraph 73 shall be by Director of Purchases and Sales; notice of such acceptance shall also be by him.

In the absence of such prior action the approval of the (Secretary) Director of Purchases and Sales must appear upon vouchers covering expenditures in excess of the above limitations. Each such voucher submitted shall be accompanied by a statement setting forth the reason why prior approval by the Director of Purchases and Sales was not obtained.

Final Regulations.

Change in paragraph 65.

65. PURCHASE FOR GENERAL SUPPLY COMMITTEE SUBCONTRACT.- The General Supply Committee authorizes novor supplies for delivery (only) in the city of Washington DC except where specific provision is made for a field service. However, with the consent of the contracting supplier may be purchased under the authority of the General Supply Committee for delivery outside of the city of Washington. Subject to the provisions of paragraphs 67 and 68 supplies and materials for use in authority, laboratory, or research work may be purchased independently of the General Supply Committee contracts, but the statement "for use in authority, laboratory, or research work" (should) must appear on each vendor covering such purchases when similar articles have been contracted for by the General Supply Committee.

Fiscal Regulations.

Changes in paragraph 66.

66. PURCHASES LESS THAN $50.- When the aggregate amount involved does not exceed $50 (for a single kind of supplies on the same day,) purchases may be made (in the open market) without obtaining bids (a) if the supplies, whether or not contracted for by the General Supply Committee, are for use in scientific, laboratory, or research work; (b) if the supplies are for use of a field service outside the District of Columbia and no specific provision is made for such field service in the contracts of the General Supply Committee; (c) if the supplies are not contracted for by the General Supply Committee or included in the envelope contracts of the Postmaster General; and (d) if the supplies are contracted for by the General Supply Committee, but delay incident to obtaining them from the contractor would be detrimental to the best interests of the work. Purchase or other orders shall not be split for the purpose of defeating the requirements of competition. (See pars. 67 and 68 for instructions regarding purchases in excess of $50 and instructions regarding exigency statements.)

Final Regulations.

Changes in paragraph 86.

Fiscal Regulations

Changes in paragraph 67

67 PURCHASES IN EXCESS OF $50.- Except as provided by paragraph 68 no purchase of or contract for supplies or services, other than personal services, when the aggregate amount involved exceeds $50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2) when the amount involved is $2,500 or more; or (b) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds $50 and is less than $2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. All bids for supplies or services for use of the Department in Washington must be obtained through the Director of Purchases and Sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the Director of Purchases and Sales.

Fiscal Regulations

Changes in Paragraph 67

67 [illegible] 31 [illegible] 30.- Except as provided by paragraph 68 on purchase of or contract for supplies or services, other than personal services, when the expenditure annual involved exceeds $500, small be made until after advertisement & solicitation time previously for proposals regarding the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 8) when the amount involved is $1,000 or more; or (b) by formal proposals sent to interested bidders, when the expenditure annual involved exceeds $500 but less than $1,000. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding. When it seems probable that better competition will be obtained thereby. All bids for supplies or services for use of the Government in Washington must be opened through the bureau of Internal Revenue and Taxes. Bids for supplies or services for the field shall, however, ordinarily, also be opened through the bureau of Internal Revenue and Taxes.

Fiscal Regulations.

Changes in paragraph 72.

72. SUPPLIES PURCHASED FROM CONTINGENT FUND OF DEPARTMENT AVAILABLE FOR BUREAU USE.- Whenever practicable the various bureaus, divisions, and offices of the department should secure from the (officer in charge of supplies,) Property Clerk, Office of the Secretary, on stores requisition, all stationery, office supplies and miscellaneous materials which are purchased from the contingent fund of the department and carried in stock by the (office of supplies) said property room. Reimbursement for supplies furnished will be made to the appropriation for contingent expenses of the department by said bureaus, divisions, and offices from their lump-fund appropriations by transfer settlements in the General Accounting Office. Articles of mechanical equipment, paints, tires and other articles stocked by the mechanical shops of the department should also be obtained as above outlined.

Fiscal Regulations.

Changes in paragraph 72.

Fiscal Regulations.

Changes in paragraph 73.

73 ACCEPTANCE OF BIDS; CONTRACT AND BOND.-

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The Forester or (chief of bureau) the Chief of the Bureau of Public Roads, and adistrict forester of the Forest Service or a district engineer of the Bureau of Public Roads, when authorized as aforesaid, may, when the amount involved is (less than) $2,500 or less, accept bids or proposals for road construction station work, or for supplies, materials, and equipment required exclusively for fire suppression, and the construction or maintenance of roads or trails, giving notice to the successful bidder of all acceptances. *********

In all cases other than those covered by the preceding paragraph acceptances and notices thereof will be by the (Secretary) Director of Purchases and Sales.

*********This requirement may be waived, however, by the (Secretary) Director of Purchases and Sales when the articles to be purchased are of regular standard make or manufacture and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

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Visual Regulations.

Changes in paragraph 75.

TO ACCOMPANY G. 31[illegible]; [illegible] AND [illegible].-

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The forester or (other of person) the Chief of the Bureau of Public Roads, and delegate thereto of the Forest Service or a district engineer of the Bureau of Public Roads, when authorized to advertised, may, when the amount involved is (less than $4,000 or less), accept bids or proposals for road construction action work, or for supplies, materials, and equipment required exclusively for fire suppression, and the construction or maintenance of roads or trails, giving notice to the successful bidder of all acceptances.

In all cases other than those covered by the preceding paragraph acceptances and written thereof will be by the (Secretary) Director of Purchases and Sales.

This requirement may be waived, however, by the (Secretary) Director of Purchases and Sales when the articles to be purchased are of regular standard make or manufacture and in accordance with the purchase of needs for congressional elections when immediate delivery is required.

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U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

November 20, 1923.

Dear Mr. Jump:

The Comptroller General has decided that automobiles and motorcycles can be transferred at Government expense only when actually used in official work, and the amendment herewith is recommended to make our regulations conform to that decision. Personally, I think the reasoning is sound in view of the law authorizing household goods transfers.

Respectfully,

A. Gossone

OFFICE OF
THE SECRETARY OF AGRICULTURE

11/19

Mr Zappone

Does this mean that the Govt will pay for shipment of his h. h. goods but not his auto, unless the latter is used on off'l work? Is there sound reasoning behind this?

J.

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5
7
12
37

37

1
1

3
7

10
1

65

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 30, 1923

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

I hand you herewith draft of a proposed memorandum for signature of the Secretary amending paragraph 90 of the Fiscal Regulations pertaining to shipments of household goods and personal property of employees transferred from one official station to another for permanent duty. The purpose of this amendment is to make the Department regulations conform as nearly as possible to a decision of the Comptroller to the Secretary dated May 14, 1923. The principal change in the regulation is to clearly indicate that automobiles and motorcycles may only be transferred at Government expense when they are actually used in official work. In the past it has been the practice to transfer such vehicles at Government expense on the theory that they are used in official work the same as household goods and other personal effects. Other minor changes have been made for the purpose of simplifying procedure and clarifying the regulations.

The Advisory Committee on Finance and Business Methods, has carefully considered the proposed memorandum and recommends its approval. It has been passed upon by the Solicitor of the Department and bears his initials.

Very respectfully,

A Gappone
Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October , 1923.

MEMORANDUM No.

Amendments to the Fiscal Regulations.

The preamble of Paragraph 90, and Sections (b) and (c) of the same paragraph of the Fiscal Regulations of the Department are hereby amended to read as follows:

90. TRANSPORTATION OF EFFECTS, ETC., OF OFFICERS AND EMPLOYEES.

An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions from the chief of the bureau in which he serves, be allowed usual packing and crating of household goods and other articles of personal property, and freight and drayage charges for the transfer between such stations of household goods and domestic live stock. Personal property, including an automobile or motorcycle may also be transferred at Government expense when actually used in official work: Provided, however, That an employee will not be deprived of any allowance herein authorized through the selection of residence in a suburb of his official station. All shipments of freight shall be made in accordance with the provisions of paragraph 90 (b). Express shipments may be made of articles of a perishable nature and articles of household goods and personal effects required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding, and kitchen utensils, but not including furniture and jewelry: Provided, That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments of household goods and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage, and as excess baggage when the excess weight does not exceed 200 pounds. Shipments as excess baggage should be released at the lowest valuation applicable.

(b) Under the provisions of paragraphs 90 and 90 (a) shipments, if by freight, must be made on department bills of lading,

prepared in accordance with paragraph 86, released to the lowest valuation applicable to the classes of articles transported. The employee to whom such department bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight.

(c) When an employee is transferred, together with his household goods and personal effects used in official work, from one official station to another he may, with the approval of the chief of his bureau, perform said travel in his personally-owned automobile and be reimbursed therefor, to the extent that the actual mileage between the stations, and per diem in lieu of subsistence for the actual number of days consumed in travel by this means, exclusive of days or parts of days for which annual leave is taken, do not exceed the cost of said travel by rail, including per diem and railroad and pullman fares, and the expense to the Government of shipping by freight his personally-owned automobile if the transfer thereof at Government expense is authorized by Par. 90.

Secretary.

90. TRANSPORTATION OF EFFECTS, ETC., OF OFFICERS AND EMPLOYEES.- An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions (of) from the chief of the bureau in which he serves, be allowed usual packing (,) and crating (,) of household goods and other articles of personal property, and freight (,) and drayage charges for the transfer (of his effects and personal property used in official work between such official stations. Effects will not be transferred at Government expense from or to any point other than an official station of the employee transferred:) between such stations of household goods and domestic live stock. Personal property, including an automobile or motorcycle, may also be transferred at Government expense when actually used in official work: Provided, however, That an employee will not be deprived of any allowance herein authorized through the selection of residence in a suburb of his official station. All (such) shipments (by) of freight shall be made in accordance with the provisions of paragraph 90 (b). Express shipments may be made of articles of a perishable nature and articles of household (equipment) goods and personal effects required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding, and kitchen utensils, but not including furniture and jewelry: Provided, That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments of (effects) household goods and personal property may also be made by motor truck when the cost of shipment by this means does not exceed the cost by freight, taking into consideration charges for packing, crating, and drayage, and as excess baggage when the excess weight does not exceed 200 pounds. Shipments as excess baggage should be released at the lowest valuation applicable.

(b) Under the provisions of paragraphs 90 and 90 (a) shipments, if by freight, must be made on Department bills of lading, prepared in accordance with paragraph 86, released to the lowest valuation applicable to (household goods shipments) the classes of articles transported. The employee to whom such department bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. (Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station.) Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight.

(c) When an employee is transferred, together with his household goods and personal effects used in official work, from one official station to another he may, with the approval of the chief of his bureau, perform said travel in his personally-owned automobile and be reimbursed therefor, (provided the mileage, salary,) to the extent that the actual mileage between the stations, and per diem in lieu of subsistence for the actual number of days consumed in

travel by this means, exclusive of days or parts of days for which annual leave is taken, do not exceed the cost of said travel by rail, including (salary,) per diem and railroad and pullman fares, and the expense to the Government of shipping (said automobile) by freight his personally-owned automobile if the transfer thereof at Government expense is authorized by Par. 90. (An itemized statement showing what the cost of transportation would have been by rail must accompany each account of this character.)

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

November 20, 1923.

Dear Mr. Jump:

The changes in paragraph 3 are (a) to permit chiefs of bureaus to authorize travel in Alaska, and in those parts of Canada and Mexico contiguous to the United States, and (b) to permit chiefs of bureaus to authorize advertisements in newspapers. At present chiefs of bureaus can authorize travel in Canada and Mexico only when incident to travel between ~~ports~~ points in the United States, and the Secretary must specifically authorize advertisements in newspapers. I believe the changes recommended are in the interest of good administration.

Respectfully,

A. Joppone

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1923.

MEMORANDUM NO. 462.

(Superseding Memorandum 379)

Reprints of Publications.

All requests for reprints of Department publications should be submitted until further order to Mr. L. J. Haynes, Office of Publications with a memorandum signed by the chief of the bureau, showing:

(1) That the publication has been personally read by the chief of the bureau.

(2) That the material is up to date and requires no revision.

(3) The present need for the publication.

(4) That the same material has not been incorporated in a later bulletin.

When the head of the Office of Publications thinks it desirable to have a publication reprinted to replenish his stock, he will take the matter up with the bureau concerned, and if no revision is desired the bureau will submit the request for reprint, with the memorandum referred to above, to the Office of Publications.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 26, 1923.

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(Superseding Memorandum 379)

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Henry C. Wallace

Secretary.

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM

11/21

Mr. Jones:

The last [illegible] to me. I learn that upon his own time. My recollection is that he wanted to include some minor changes as shown in the attached note.

[illegible]

Mr. Cronin
Please acknowledge
Any time
[illegible]

11/27

Mr. Haynes
OK
See "Cronin" note
[illegible]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 26, 1923.

MEMORANDUM NO. 463.

(Superseding Memorandum No. 363)

Submission of Manuscripts for Publication.

Until further order all manuscripts for publications should be submitted direct to L. J. Haynes, Office of Publications, accompanied by a statement to the effect that the chief of the bureau has given thorough consideration to such manuscript. The statement should show:

1. The title of the manuscript and the series in which it is recommended that it be published.

2. That the bureau chief personally has read the manuscript.

3. The authority under which the work reported was done.

4. The need and purpose of the publication.

5. That the information contained is unpublished or not available.

6. That statistics and computations have been verified and are correct.

7. The timeliness of the publication.

8. Suggested distribution of the publication.

It must be established that the publication of a manuscript is necessary before the Department sends it to the printer. The chief of the bureau must hold himself responsible for the information contained in the manuscript and should personally inform himself of the details of all the manuscripts submitted. The summary of reasons will enable us to give more intelligent consideration to all manuscripts.

Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1923.

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(Superseding Memorandum No. 363)

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Henry C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 30, 1923.

MEMORANDUM NO. 464.

Efficiency Register.

The provisions of Paragraphs 2, 3 and 4 of General Circular No. 8 of the Bureau of Efficiency, which are quoted below, make necessary certain changes in the manner of preparing the efficiency registers of the various bureaus for the period beginning January 1, 1924:

"2. The classification grades approved by the Personnel Classification Board will be used as the basis for grouping employees for rating purposes. In order that competing employees may more readily be grouped for rating purposes, however, the gradings approved by the Board should be translated into the corresponding gradings under the schedule issued by this office as Efficiency Rating Form No. 1, in accordance with the following table:

Grade Numbers, by Services, under the Classification Act			Grade Numbers, Efficiency Rating Form No. 1
Sub-professional	Clerical, Administrative and Fiscal	Custodial	
		1	II
		2	III
1		3	IV
2	1	4	V
3	2	5	VI
4	3	6	VII
5	4	7	VIII
* 6	5	8	IX
* 7	6	9	X

*This item is not included in General Circular No. 8, but is given here as a matter of necessary information.

"3. Competing employees should be rated together regardless of the service allocations approved by the Personnel Classification Board.

"4. The following salary standards are prescribed for Grades II and III in lieu of those fixed under paragraph 72 of General Circular No. 6:

Rate	Grade II	Grade III
a- (minimum)	$600	$780
b	630	840
c	660	900
d- (standard)	690	960
e	720	1020
f	750	1080
g- (maximum)	780	1140

" " " "

The individual rating sheets are to be prepared as they were in making up the current register. This procedure is described in Acting Secretary Pugsley's memorandum of April 12, 1923. The blank now in use also will be used for the register itself, but instead of grouping employees according to their salary ratings it will be necessary to group them in accordance with the classification grades established by the Bureau of Efficiency. The table given in the General Circular quoted above will serve as a guide for the translation of the grades of the Personnel Classification Board to those of the Bureau of Efficiency. Employees up to and including Grade X will be listed on the register, with the exception of those persons in Grades IX and X whose basic salaries exceed $2,000 per annum.

The register in this form will establish the individual ratings of employees and the maximum salary for which they are eligible, but it will not indicate the order in which employees receiving the same salary should be promoted. The "order number" column on the register will be left blank. Therefore it will be necessary to make promotions as vacancies occur without referring to any specific promotion list prepared in advance. In submitting recommendations for promotions, however, it is desired that two basic principles be kept in mind:

1. An employee should be promoted at one time, only to the next higher salary grade; that is, there should be no skipping of salary grades. For example, Grade VIII may include employees who receive salaries ranging from $1200 to $1800. The same situation may exist in other grades. Assume that a vacancy occurs at the statutory salary of $1600 per annum and that it happens that no employees in Grades VIII, IX or X are receiving $1400 per annum but there are several receiving $1200. On the other hand, Grade VII includes a $1400 employee. If his efficiency rating is high enough to make him eligible for promotion to $1600, he should receive the increase rather than one of the $1200 employees in the higher classification grades. In other words, as long as the statutory salary plan is in effect, making it impossible to adjust all differences in compensation of employees doing similar work, the mere fact that one employee occupies a higher classification grade than another will not be considered as warranting his promotion more than one salary grade at a time.

2. When employees in each of the several grades, receiving the

same salary, are eligible for promotion to the next higher salary, the employee in the highest grade having the highest rating should receive the promotion. To illustrate, assume that a vacancy exists at $1400 per annum. There are two $1200 employees in Grade VIII, one having an efficiency rating of 120, the other a rating of 115. There are no $1200 employees above Grade VIII, but one in Grade VII has a rating of 125. The employee in Grade VIII whose rating is 120 should be promoted in preference to the employee in Grade VII, although the latter's efficiency rating is higher than his. This policy is to be followed because the duties of the employee in the higher grade are presumed to be more responsible than those of persons in the lower grades or he would not have been classified above them. It should be borne in mind, however, that no employee, regardless of his grade, can be promoted unless his efficiency rating is sufficiently high to make him eligible for the salary recommended.

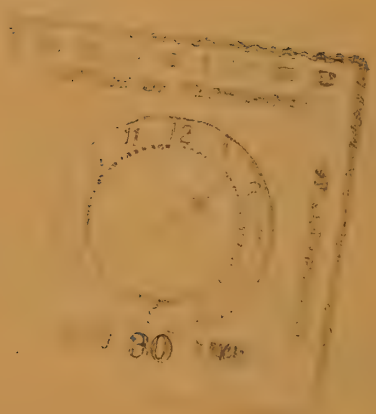
It is recognized that situations may arise in which the application of these principles would not be practicable. In such cases, recommendations for action involving a departure from the general rule should contain a full statement of the facts which make such exception advisable.

The Personnel Classification Officer of the Department will be glad to discuss the questions involved in preparing registers with members of efficiency committees or other bureau representatives.

If additional copies of this memorandum are desired they can be obtained by requisition on the Duplicating and Addressing Section of the Office of Publications, which also will supply individual rating sheets and efficiency register forms.

H. A. Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 465.

Amendments to the Fiscal Regulations.

The following paragraphs of the Fiscal Regulations of the Department are hereby amended to read as follows:

Paragraph 33. Actual Traveling Expenses.

(h) Customary charges for subsistence, except as provided in paragraph 33(r), not to exceed in the aggregate $5 for any one day. These charges will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day; laundry, cleaning and pressing clothes, not exceeding an aggregate of $12 for each period of thirty days, or a proportionate amount thereof for fractional parts of a thirty-day period. Employees will enter charges for laundry and for the cleaning and pressing of clothes in their reimbursement accounts on the dates of payment, and in the administrative examination of the accounts the aggregate of all such charges within the aforesaid maximum will be allowed to the extent that subsistence expenses, including charges for laundry and for the cleaning and pressing of clothes, do not exceed the maximum authorized by law. Laundry periods shall begin with the first day of travel as shown by each account, except that when two or more trips are covered by one account, the first day of each trip shall constitute the beginning of a period. Charges for laundry and for the cleaning and pressing of clothes shall not be brought forward from a previous account or trip. Receipts for laundry and for the cleaning and pressing of clothes must be submitted or a statement filed with the reimbursement account showing that to obtain them was impracticable. Charges for laundry at official headquarters will not be allowed. Telegrams to hotels reserving accommodations, to be included in subsistence expenses for the initial date of the period for which the accommodations are occupied; transportation between place of lodging or where meals are taken and place of duty: Provided, That where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street car and similar transportation in cities and towns such cost of transportation is not subsistence and if necessarily incurred and satisfactorily explained will be allowed as transportation. A charge for lodging at a hotel and a charge for sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That because of State laws reimbursement for the payment of waiter fees will not be allowed in Arkansas, Georgia, Mississippi, or Tennessee.

Paragraph 35. Items Included in Per Diem in Lieu of Actual Subsistence Expenses.

(h) Transportation in cities or towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, Provided that where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street car and similar transportation in cities and towns such expense is not included in the per diem allowance and if necessarily incurred and satisfactorily explained will be allowed as transportation.

Paragraph 36. Items not Included in Per Diem in Lieu of Actual Subsistence Expenses.

(f) Street car, transfer coach, and omnibus fares where not incurred between place of lodging or where meals are taken and place of duty, except as provided in paragraph 35(h), if the charge is not in excess of locally prevailing rates. In case of public necessity, taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

Paragraph 52. Classification of Traveling Expenses.

SUBSISTENCE.

Bath.
Laundry.
Lodging.
Meals.
Personal use of room in daytime.
Telegrams reserving rooms.
Waiter fees.
Transportation in cities and towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33(h) and 35(h).

TRANSPORTATION.

Baggage transfers.
Street car and other fares on official business when not incurred between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33(h) and 35(h).

Checking baggage at depots, hotels, docks, etc.
Excess baggage.
Parlor car seat fare.
Porter fees on steamers, sleeping or parlor cars, and at depots, hotels, and wharves.
Railroad, steamer, or stage coach fare.
Rent of room for official business.
Sleeping car fare.
Stateroom or berth on steamer.
Steward fees, cabin or deck.
Storage charges.
Telegrams reserving berth.

Henry C. Wallace

Secretary.

Checking baggage at depots, hotels, cars, etc.
Porter service.
Trifles not exact fare.
Porter fees on steamers, sleeping or parlor cars, and at depots.
Hotels, and meals.
Railroad, steamer, or stage coach fare.
Meals or room for official business.
Sleeping car fare.
Labor on or both on steamer.
Storage fees, cabin or deck.
Storage charges.
Telegrams reserving berth.

Henry Allen

Secretary.

33. ACTUAL TRAVELING EXPENSES.-

(h) Customary charges for subsistence, except as provided in paragraph (32) 33(r), not to exceed in the aggregate $5 for any one day. These charges will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day; laundry, cleaning and pressing clothes, not exceeding an aggregate of $12 for each period of thirty days, or a proportionate amount thereof for fractional parts of a thirty-day period. Employees will enter charges for laundry and for the cleaning and pressing of clothes in their reimbursement accounts on the dates of payment, and in the administrative examination of the accounts the aggregate of all such charges within the aforesaid maximum will be allowed to the extent that subsistence expenses, including charges for laundry and for the cleaning and pressing of clothes, do not exceed the maximum authorized by law. Laundry periods shall begin with the first day of travel as shown by each account, except that when two or more trips are covered by one account, the first day of each trip shall constitute the beginning of a period. Charges for laundry and for the cleaning and pressing of clothes shall not be brought forward from a previous account or trip. Receipts for laundry and for the cleaning and pressing of clothes must be submitted or a statement filed with the reimbursement account showing that to obtain them was impracticable. Charges for laundry at official headquarters will not be allowed. Telegrams to hotels reserving accommodations, to be included in subsistence expenses for the initial date of the period for which the accommodations are occupied; (street-car and other fares) transportation between place of lodging or where meals are taken and place of duty, (and all other subsistence expenses) Provided that where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street car and similar transportation in cities and towns such cost of transportation is not subsistence and if necessarily incurred and satisfactorily explained will be allowed as transportation. A charge for lodging at a hotel and a charge for sleeping berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That because of State laws reimbursement for the payment of waiter fees will not be allowed in Arkansas, Georgia, Mississippi, or Tennessee.

35. ITEMS INCLUDED IN PER DIEM IN LIEU OF ACTUAL SUBSISTENCE EXPENSES.-

(h) (Street car and other fares) Transportation in cities or towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, Provided that where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street car and similar transportation in cities and towns such expense is not included in the per diem allowance and if necessarily incurred and satisfactorily explained will be allowed as transportation.

36. ITEMS NOT INCLUDED IN PER DIEM IN LIEU OF ACTUAL SUBSISTENCE EXPENSES.

(f) Street car, transfer coach, and omnibus fares (, except when) where not incurred between place of lodging or where meals are taken and place of duty, (see par. 34 (i)), except as provided in paragraph 35(h), if the charge is not in excess of locally prevailing rates. In case of public necessity, taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

52. CLASSIFICATION OF TRAVELING EXPENSES.

SUBSISTENCE.

Bath.
Laundry.
Lodging.
Meals.
Personal use of room in daytime.
Telegrams reserving rooms.
Waiter fees.
[Street car and other fares] Transportation in cities and towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33(h) and 35(h).

TRANSPORTATION.

Baggage transfers.
[Street car and other fares on official business] [except] when not incurred between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33(h) and 35(h).
Checking baggage at depots, hotels, docks, etc.
Excess baggage.
Parlor car seat fare.
Porter fees on steamers, sleeping or parlar cars, and at depots, hotels, and wharves.
Railroad, steamer, or stage coach fare.
Rent of room for official business.
Sleeping car fare.
Stateroom or berth on steamer.
Steward fees, cabin or deck.
Storage charges.
Telegrams reserving berth.

Omitted matter in heavy brackets [ ].
New matter underscored _____.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

December 22, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods submits draft of a Memorandum amending paragraphs 33, 36, and 52 of the Fiscal Regulations. These amendments are occasioned by the Comptroller General's decision of November 2 in the Clyde A. Jackson case. The amendments suggested are the result of collaboration between the Office of Inspection and the Division of Accounts and Disbursements, and have the approval of the Committee.

The Committee recommends the proposed Memorandum be approved by the Secretary and promulgated. It has been passed upon by the Solicitor and bears his initials.

Very respectfully,

R. Appone

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 31, 1923.

MEMORANDUM NO. 466

Electrical Work.

Reference is made to Paragraph 257. Administrative Regulations.

The inspections made by the Safety Committee acting under the authority of the Secretary's memorandum No. 453, have shown the urgent necessity for more centralized control of the Department's electrical work, in order to minimize the possibility of fire, to insure standard practices in the installation of new equipment and the extension of the electrical service, to improve existing circuits and extensions and to centralize the responsibility for the Department's electrical work.

Hereafter no electrical work in buildings owned or rented by the Department in Washington shall be performed by any person except the Department's regular electricians under the supervision of the Mechanical Superintendent. This shall include all work involved in the replacement of fuses and other minor operations ordinarily considered too insignificant for the attention of the electricians. This order does not apply to buildings where the electrical work is done by the owner or agent or by the Superintendent of Public Buildings and Grounds.

Henry C. Wallace

Secretary.

Reference is made to paragraph 5(f). Administrative regulations.

have shown the urgent necessity for more centralized control of the Department's electrical work, in order to minimize the possibility of fire, to insure standard practices in the installation of new equipment and the extension of the electrical service, to improve existing circuits and extensions and to centralize the responsibility for the Department's electrical work.

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United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., December 18, 1923

MEMORANDUM FOR MR. REESE

Dear Mr. Reese:

I am enclosing herewith copies of recent correspondence with Mr. Swenson which is self-explanatory. I shall very much appreciate any suggestions which you may be able to offer.

Very sincerely,

J. B. Swenson

Assistant to the Chief

December 17, 1923

MEMORANDUM FOR MR. R. L. SWENSON

Dear Mr. Swenson:

In a note just received from Mr. Byrnes, we are advised of the fire which occurred Saturday night in the potting shed at the Pathological range of greenhouses. Apparently this was due to an overload being carried on certain electrical wires incident to some of the research work.

I would like to get some information regarding the circumstances surrounding this overload on the electrical wires. Was the installation made by our electrical men or by the shops? If made by the shops was the installation of such a character so that the overload was specifically provided for? If made by our men, should the Bureau people be permitted to make changes which involve such additional risks, or was it simply normal equipment which through additional facilities was simply overloaded? Just what can we do to avoid risks of this sort?

I shall very much appreciate any information and any suggestions you may wish to make. Even though a shop order may be issued for a piece of work, if the proposed work involved undue risks, I shall appreciate it if you will decline to act upon the shop request until all concerned have been fully informed of the risks involved and the whole matter considered.

I am taking the liberty of sending a copy of this letter to you and Mr. Byrnes's letter to me to Mr. Reese for his information both as Chief Clerk and as Chairman of the Committee on Safety.

Very sincerely yours,

Assistant to the Chief

COPY FOR MR. REESE

MEMORANDUM FOR MR. R. L. SWENSON

Dear Mr. Swenson:

In a note just received from Mr. Byrnes, we are advised of the fully successful demonstration which he was putting and of the technological range of greenhouses. Apparently this was due to an unknown being measured by certain electrical wires installed in some of the research work.

I would like to get some information regarding the airsweep-- which accompanied this product by the electrical wires. Was the installation made by our electrical men or by the shop? If done by the shop was the last building of such a character so that the everlast and specifically provided for? If made by our men, would the proper people be permitted to make a complete review such electrical fixes, or was it strictly a personal experiment using therefore additional facilities was highly questionable? Just what can we do to avoid risks of this sort?

I shall very much appreciate any information and any suggestions you may wish to make. Even though a shop order may be issued for a plant of very, if the proposed very careful means risks. I shall appreciate it if you will insist to get upon the most recent model all necessary safe from fully learned of the risks involved and the risks safety considered.

I am taking the liberty of sending a copy of this letter to Mr. Byrnes and Mr. Kyrner's letter to me. Thank for all information this as Chief Clerk and as Chairman of the Committee on Safety.

Very sincerely yours,

Assistant to the Chief

COPY FOR MR. BYRNES

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

Experimental Gardens and Grounds December 17, 1923

Memorandum for Mr. H. E. Allanson

Dear Mr. Allanson:

On Saturday night, December 15, about ten o'clock, an electric fuse in a switch box in the potting shed at the Pathological range of greenhouses caught fire. With the assistance of Mr. Joy Hopkins, who was in his office at the time, Mr. McConica, the night man on duty in the greenhouses, succeeded in putting out the flame before it did any damage.

Both Dr. Weiss' amd Dr. Steinberg's electrical experiments were affected by the fuse burning out. They were without power from the time of the fire until about 8:30 o'clock Sunday night, December 16, at which time one of the electricians of the Department located the trouble and corrected same.

I learned from the electrician who made the repairs that the current passing through the wires at the Pathological range of greenhouses is too heavy and that an accident may occur at any time.

I would therefore suggest that the necessary changes be made to prevent a reoccurrence, for such may happen at a time when no one would see it and a fire would result which would cause a great deal of damage to the frame potting shed and greenhouses.

Very truly yours,

COPY FOR MR. REESE (signed) J. W. Byrnes.

Acting Assistant in Charge.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

December 21, 1923,

MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:

I submit draft of a memorandum which Mr. Swenson and I have drafted as the result of recent inspections by the Safety Committee, and reinforced by the small fire which occurred in the greenhouses on the night of December 15. Mr. Swenson, Mr. O'Neale, and I have under consideration thorough inspection and rectification of the electrical circuits of the Department which in many places are admitedly overloaded. In the meantime, we wish very much to put a stop to the amateur installations which we find have been quite numerous throughout the Department.

The situation seems to us serious enough to justify issuance of a memorandum signed by the Secretary.

Very truly yours,

Chief Clerk.

Enclosure.

Remove
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DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. ____

Electrical Work.

Reference is made to Paragraph 257, Administrative Regulations.

The inspections made by the Safety Committee acting under the authority of the Secretary's memorandum No. 453, have shown the urgent necessity for more centralized control of the Department's electrical work, in order to minimize the possibility of fire, to insure standard practices in the installation of new equipment and the extension of the electrical service, to improve existing circuits and extensions and to centralize the responsibility for the Department's electrical work.

Hereafter no electrical work in buildings owned or rented by the Department in Washington shall be performed by any person except the Department's regular electricians under the supervision of the Mechanical Superintendent. This shall include all work involved in the replacement of fuses and other minor operations ordinarily considered too insignificant for the attention of the electricians. This order does not apply to buildings where the electrical work is done by the owner or agent or by the Supt. of Public Bldgs & Grounds.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Press Letter

July 31. 1923

Hon. John T. Doyle,

Secretary, U. S. Civil Service Commission.

Dear Mr. Doyle:

In the absence from the city of Secretary Wallace I am acknowledging the receipt of your letter of June 29, transmitting a copy of the Executive Order promulgated June 18, 1923, with reference to physical examination of applicants and employees as may be requested by the Civil Service Commission. I understand from Mr. Gladmon, our Chief Personnel Officer, that in conference with you he is advised that the physical examination will apply only to applicants who will be required to have a definite degree of physical ability in connection with the position to which they may be appointed, such as various kinds of laborers, chauffeurs, etc. We trust that this policy will be adhered to, since, as indicated in Secretary Wallace's letter to the President of the Civil Service Commission under date of May 26, the application of such a system to all classes of employment might at times impose an unwarranted interference with appointments necessary in connection with the activities of this Department.

Sincerely yours,

(signed) W. A. Jump

Administrative Assistant.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

June 29, 1923.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to transmit herewith copy of an Executive Order promulgated June 18, 1923, authorizing and directing the Surgeon General of the Public Health Service to make physical examinations of applicants and employees as may be requested by the Civil Service Commission.

The physical examinations, at the outset, will be conducted in only a limited number of cities where facilities are available, and only of such eligibles as are expected to be reached for early appointment.

By direction of the Commission:

Very respectfully,

John T. Doyle

Enclosure No. 5007.

Secretary.

EXECUTIVE ORDER

With the view of promoting health and efficiency and of minimizing accidents among Federal employes, the Surgeon General of the Public Health Service is authorized and directed to make such physical examinations of applicants and employes as may be requested by the Civil Service Commission, and shall keep the Commission advised of the localities where medical officers are available for duty.

Warren G. Harding

The White House,

June 18, 1923.

Civil Service

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Noted PSJr

Noted Reese

May 29, 1923.

✓ Mr. Gladmon:
✓ Mr. Reese:
✓ Mr. Zappone: A.G. 6/1/23
✓ Mr. Ashley: Amved 6/2/23.

File

Please note for your information the letter of May 26 on the subject of physical examination, which indicates the policy of this Department to be in favor of any reasonable improvement but at the same time to be definitely against imposing all kinds of additional conditions upon employment in the public service. Many of the conditions are regarded as undesirable by people who in highly specialized lines of work would be a real contribution to the public service but they are sick of having so many barriers put up and so much red tape to go through with.

Mrec

Return to Mrs Sprague

May 26, 1928

Hon. W. C. Deming,
President, U. S. Civil Service Commission.

and

Hon. Bessie P. Brueggeman,
Chairman, U. S. Employees' Compensation Commission.

Dear Sir and Madam:

Reference is made to your letter of May 8, concerning the possible extension of the system of physical examination of applicants for Government positions.

The Department of Agriculture is in sympathy with the general idea of physical examination of applicants for appointment to certain positions in the Federal Civil Service for the purpose of giving adequate information as to their health, physical defects, if any, etc., and will be glad to cooperate to the extent of its ability in such an undertaking. As this Department has no medical officers especially designated as such, however, it would not at this time be in position to offer any actual assistance in the conduct of the proposed examinations, and therefore would be one of those departments which, as pointed out in your communication, would have to rely upon the medical officers of the Public Health Service.

In the work of this Department, however, certain special needs arise from time to time requiring employment of persons who are not inclined to go through more than a certain amount of so called "red tape" in order to render some public service, and we would not favor the adoption of a system which would not be reasonably flexible in this respect. In case the matter of admission to the service generally is proposed to be regulated it also is important in the opinion

I

Nov 27, 1944

Mr. W. C. Dunlop,
President, U. S. Civil Service Commission,

Washington, D. C.

Mr. Harold F. Gosnell,
Chairman, U. S. Regional Reorganization Commission.

Dear Sir and Sirs:

Reference is made to your letter of Sept 5, requesting the possible assistance of the Bureau of Physical Measurements of Applied Data for Government problems.

The Department of Agriculture is in complete with the general idea of physical measurements of industrials for consideration in matters in the Federal Civil Service for the purpose of giving suggestions between on in their health, physical defects, if any, etc. and will be glad to suggests to the extent of its ability in such matters. As this Department has no medical officers essentially designed as such, however, it would not do this. Also to be realized is after our medical assistance in the method of the proposed problems, and therefore such as one of these departments which, as related can be our consultation, would have to rely upon the medical advisory of the Public Health Service.

In the work of this Department, however, certain special tests which fits this to this regarding employment of persons who are physicians in an electric-wave sense, a certain degree of so called "eye" in order to render some physical activities, and so on. Also, the matching of a little other work and so forth. Details in this report. In some cases of relations of the service generally is proposed in a resolution in which is the Department in the [illegible]

of this Department that definite and adequate provision be made for exceptions to general rules in cases where the public interest will be served by the employment of some person of special attainment who otherwise, because of some physical imperfection, immaterial in connection with the work contemplated, might be excluded, to the detriment of the Government. In other words, we feel that while there is much room for progress in such matters as the one now under discussion, the various conditions of employment should not be allowed to multiply to such a degree as to make it too difficult to appoint people whose services would be a constructive contribution to the public service.

Sincerely yours,

Henry C. Wallace

Secretary.

May 15, 1923.

Mr. W. C. Deming, President,
U. S. Civil Service Commission,
Washington, D. C.

Mrs. Bessie P. Brueggeman, Chairman,
U. S. Employees' Compensation Commission,
Washington, D. C.

Dear Sir and Madam:

Receipt is acknowledged of your letter of May 8, 1923, with reference to the improvement and extension of the present system of physical examination of applicants for Government positions.

The Department of Agriculture is in sympathy with the general idea of a physical examination of applicants for appointment in the Federal Civil Service which would give adequate information as to their health, physical defects, if any, etc. The Department will be glad to cooperate to the extent of its ability in such an undertaking. However, as no medical officers, designated as such, are carried on the rolls of the Department of Agriculture, it could offer no cooperation in conducting the proposed examinations. Without doubt, as pointed out in your communication, reliance would have to be placed upon the medical officers of the Public Health Service for the medical examination of applicants for appointment in this Department.

It would seem that a conference of departmental officers in charge of personnel matters would be desirable in order to develop this plan further, and if such a conference should be called, this Department will be glad to send a representative.

Very truly yours,

Secretary.

OFFICIAL CORRESPONDENCE SHOULD BE ADDRESSED TO THE COMMISSION

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

F BUILDING, SEVENTH AND B STREETS

WASHINGTON

COMMISSIONERS

BESSIE P. BRUEGGEMAN
CHAIRMAN
CHAS. H. VERRILL
JNO. J. KEEGAN

S. R. GOLIBART, JR.
SECRETARY

May 8, 1923.

In reply refer to File No _____

FILED
JUN 6 - 1923

Sir:

The United States Civil Service Commission and the United States Employees' Compensation Commission have had under consideration the need of an improvement and extension of the present system of physical examination of applicants for Government positions.

The Compensation Commission has noted that there is a disproportionate number of disabilities of certain kinds for which compensation is claimed. This suggests that many persons with physical defects are employed and assigned to duties for which, apparently, their physical unfitness should have been clear. For example, the number of cases of hernia, on account of which claims are made, is cited as one of the particular reasons suggesting better physical examinations. The Compensation Commission estimates that in the year 1922, hernia claims cost the Government, for loss of services for which wages were paid and for money compensation and medical and hospital expenses, no less than $175,000. A large proportion of these cases occurred because the employee had been assigned to work for which he was physically unfitted, and to which he probably would not have been assigned if his physical weakness or defects, readily discoverable upon proper examination, had been known.

It is believed that adequate physical examination before admission to Government service would not cause a rejection of any considerable number of employees. Such an examination would merely lead to assigning the applicant to work for which he is fitted, instead of exposing him to serious danger of injury through being exposed to the hazard of unsuitable work. Certainly, most of those who are otherwise qualified, except for a physical defect, could with a little consideration, be allotted work which they are entirely capable of doing. Such assignments would result in a much greater degree of individual efficiency.

It is strongly felt that the examinations as at present required by the Civil Service are inadequate, since under the present system the family physician or any physician merely certifies after an examination, oftentimes most superficial, as to the health of his patient or friend. For some occupational classifications, all the applicant actually has to do is to certify to his own health.

In order to give assurance of proper physical examinations the suggestion is made that in so far as possible Government medical officers be made available. This has been done to a limited extent in the War and Navy Departments where the Commissioned medical personnel have already been making examinations of civilian entrants with noticeable improvement in efficiency.

To conduct this work throughout the Government, however, it would be necessary to use the services of all Government medical facilities. As there would be somewhere between 30,000 and 60,000 examinations necessary a year, it is not possible that the present facilities could cope with the situation. The War and Navy Departments have medical officers who could probably be used for their own establishments, but other establishments would have to be covered largely by medical officers of the Public Health Service. This would seem to necessitate the detailing of several regular officers at large centers of population and the appointing of part time examiners at convenient locations throughout the Country.

In order to establish the service effectively, appropriate legislation by Congress will be necessary and your opinion regarding the feasibility of introducing such action at this time, together with the tendering of such assistance along these lines as you may be able to give, is respectfully requested.

Very respectfully,

W C Deming

W C Deming

President, U.S. Civil Service Commission.

Benoit P. Bruggeman

Chairman, U.S. Employees' Comp. Commission.

The Honorable
The Secretary of Agriculture,
Department of Agriculture,
Washington, D.C.